

**CALDERDALE COLLEGE
AUDIT COMMITTEE MEETING**

**Minutes of the Meeting held on 21 November 2019, 18.40
Boardroom, C Floor, Calderdale College**

Present:

Adrian Furness	External Governor (Chair for the meeting)
Chris Reeve	Co-opted Governor

In Attendance:

Denise Cheng-Carter	Deputy Principal (Finance and Resources)
Mike Redfern	Grant Thornton
Helen Culshaw	ICCA
Jane Taylor-Holmes	Clerk

Agenda: The agenda was changed as the meeting was not quorate. Agenda items not considered at the meeting were deferred to the next Audit Committee meeting on 26 March 2020

1	AC/19/143 - Apologies for absence Apologies were received from; Rachel Court, External Governor (Chair) Richie Dunk, External Governor Jenny Grainger, External Governor Jonathan Creed, ICCA	
2	AC/19/144 – Confirmation of eligibility, quorum and declarations of interest No notice had been received of any member becoming ineligible to hold office.	
3	The meeting was not quorate. Although the meeting was not quorate it was agreed that as the Audit Committee Annual Report 2018/19 required recommendation to the Board, this item would be considered. The minutes of the meeting would be circulated to all Audit Committee members for consideration along with the papers for comment and confirmation of the recommendation in advance of the Board meeting.	Action: Clerk / November 2019
4	There were no declarations of interest in agenda items.	

	AC/19/145 – Audit Committee Annual Report 2018/19		
5	Mrs Taylor-Holmes provided the Audit Committee Annual Report 2018/19		
6	Committee members considered the content of the Report.		
7	It was agreed that the length of time the Auditors (both internal and external) had been engaged at the College would be included within the Report and when the Auditors appointment would be considered.	Action: Clerk / November 2019	
8	Resolved – that the Audit Committee members present recommended the approval of the Audit Committee Annual Report 2018/19 for presentation to the Board with the Financial Statements 2018/19 on 12 December 2019.		
	AC/19/146 – Items to be reported to the Board		
9	Items requiring approval at the Board; <ul style="list-style-type: none"> • Audit Committee Annual Report 2018/19 		
	AC/19/147 – Date of Future Meeting		
10	Audit Committee – 26 March 2020; 17.00		

Signed as a true and accurate record

Rachel Court

Chair

Date 26 March 2020